

KVOA COMMUNICATIONS, INC.
P.O. Box 5188, Tucson, Arizona 85703-0188
Studios at 209 W. Elm, 85705-6538
Tel: 520.792.2270 Fax: 520.620.1309

www.kvoa.com

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For Internal Station Use

This Form Should Be Used to Create a Job Vacancy Folder

For Each Vacancy at the Station(s)

Use This Information In Completing Appendices 1 and 2 of the EEO Public File Report

NEW JOB VACANCY

Part A

I. General Information

1. Job Title: NOON 2-4pm anchor
2. Station: KVOA-TV
3. Date Position Opened: February 13, 2012
4. Date Position Filled: March 6, 2012
5. Documentation of Dissemination of Notice: Has Part B of this form detailing recruitment efforts undertaken been complete and dated copies of all advertisements, bulletins, letters, faxes, emails or other communications announcing this vacancy attached hereto?

Yes ☒

No []

II. Interviews

1. List of people interviewed for this position:

Name _____

Date _____

Recruitment Source

Allison Alexander Lindley
Lupita Munillo
Rebecca Taylor

2/27/12
2/29/12
2/29/12

tyjobs.com
internal candidate
tyjobs.com

2. Total number of people interviewed for this position: 3

3. Total number of applicants for this job: 5

III. Hiree

Person ultimately hired for this position:

Name: Allison Alexander Lindley

Recruitment Source: tvjobs.com

Approval:

General Manager: Bill L Date: 3/8/12



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*Read Memo
attached.*

Part B Recruitment Sources Utilized

1. Was a copy of the job notice for this vacancy posted in a place where employees would easily see it at the station(s) and at other stations in the group?

Yes ☒ No ☐

Date posted: _____

Attach a copy of notice posted.

2. Was a copy of the job notice for this vacancy sent to any third party for distribution to its list of referral organizations (i.e. state broadcasters association)?

Yes ☐ No ☐

Name of Third Party: _____

Date Sent: _____

Attach proof of sending to third party.

Attach copy of third party's proof of distribution.

3. Was a copy of the job notice for this vacancy sent to all the organizations on the station's list of organizations entitled to receive copies of such notices (Form B-2)?

Yes ☐ No ☐

Date Sent: _____

Attach a copy of the current list of such organizations.

Attach proof of sending to such organizations.

4. Was a copy of the job notice for this vacancy sent to any additional organizations or advertised in any additional media outlets?

Yes ☐ No ☐

Complete the following information for each additional source utilized for advertising the vacancy. Attach copies of newspaper advertisements and scripts of radio/television advertisements. Attach proof of publication.

a) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

b) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

c) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

d) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

e) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

f) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

g) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

February 20, 2012

Please refer to the original Multi Media Journalist hiring folder (Sandy Rathubun) for posting details. The position opened through public awareness and position filled before had a chance to post.

Gabriella
Payroll Clerk